

**CONFIDENTIAL**

0021-4  
DOP

NO. 5/55

## SUMMARY OF PROCEEDINGS

TRAINING OFFICERS MEETING

T h u r s d a y  
10 Feb 55

1. [redacted] was introduced to the group as the new Training Officer from SE Division.
2. Chief, Assessment and Evaluation Staff, will investigate why portions of the critiques for [redacted] were left unmarked and will advise the Chairman, Clandestine Services Training Committee, of his findings.
3. Due to revisions necessary to bring the course material up-to-date, the course [redacted] has been rescheduled for the week of 28 March.
4. Having indication of readiness from the Office of Training (OTR), the Chairman, CS Training Committee, will determine whether 11 April is an agreeable date for FE Division personnel to begin the course in Instructional Techniques.
5. To conform with other OTR courses, it was agreed that evaluations should be prepared on the student performance in [redacted]
6. As a preliminary to OTR's reconstruction planning, each Training Officer will report his division's requirements, expressed in number and type of trainees, for the [redacted]
7. Chairman, CS Training Committee, will determine whether a definite statement of requirements can be given OTR for the reestablishment of a course in [redacted] OTR expressed a willingness to offer such instruction should even a minimum requirement exist.
8. In line with OTR's capability to present a program similar in content to the Induction Course, OTR requested DD/P divisions to specify the desired frequency of presentation and to further advise how much of the hierarchy they wish the course to include in its presentation of key personnel and their job functions. A suggestion was made that enrollment in the course become an automatic procedure for both in-casuals and out-casuals.
9. To prevent future recurrence, DTR asked the Registrar to trace the lapse which interfered with the automatic notification to four EOD personnel to report for Basic Orientation.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 2 / NO CHANGE  
IN CLASS / DECLASS / CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 89 / DATE 6 Nov 79 REVIEWED [ ] TYPED DOC. 93  
PGS 2 / CREATION DATE --- ORG COMP // CFI // ORG CLASS S  
REV CLASS C REV COORD. --- AUTH: HR 70-3

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10. The 28 February presentation of [ ] is cancelled. 25X1
11. The next Intelligence Products Exhibit will be scheduled on Tuesday instead of Monday so that more persons may attend.
12. OTR's Administrative Branch will delegate to Division Training Officers some of the responsibility for [ ] briefings. 25X1
13. Any requirement levied on OTR for a training program either overseas or in the states will hereafter undergo the following procedure:
- a) coordination by all concerned elements of DD/P;
  - b) review by the ad hoc Training Priorities Committee;
  - c) clearance to OTR through the CS Training Committee.
14. Chief, Plans and Policy Staff, will explore the channel of communication between the Defense Department and OTR in order to determine where the Office of Collection and Dissemination enters the process.
- 25X1 15. [ ] will investigate whether the proposed cancellation of the [ ] 25X1
16. It was the consensus that the Basic Orientation Waiver Test should be brought up-to-date to make it a more effective instrument. Chief, Assessment and Evaluation Staff, agreed to have this done.
- 25X1 17. [ ]
18. DTR asked Training Officers who have participated in OTR courses to remember and recommend worthy instructors when the latter apply for rotation to DD/P assignments.

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